TEN-T Calls for Proposals

☑ PROPOSAL CHECKLIST

Preparing a proposal can be a daunting task, but you can stay on top of the process by using our checklist below. By reminding you of some key points, it aims to help you increase your chances of being granted TEN-T funds. The checklist contains the main elements which are assessed during the external and internal evaluations.

Calls are often oversubscribed, therefore not all proposals can be funded. This means that weaknesses are spotted quickly and lead to low marks which – even if your proposal scores above the thresholds – may result in it not being selected for funding.

Please note that the use of the checklist is not obligatory and it is not an exhaustive list – **it is essential that you read carefully the work programme, call text and Guide for Applicants!**

2013 MAP calls: contact us at **tenea-helpdesk-call-map-2013@ec.europa.eu**

2013 AP call: contact us at **tenea-helpdesk-call-annual-2013@ec.europa.eu**

☐ **Does your proposal fit in the scope of the work programme and call for proposals?**

Check that your proposed activities do indeed address the objectives and results expected as your proposal will only be evaluated against the criteria specified for the call, and if relevant the priority, under which the proposal is submitted.

☐ **Are you on track to submit your proposal within the deadline set in the call text?**

Make sure that you start preparing your proposal early. After submission, keep proof of the date of sending!

Demonstrating that your proposal addresses the award criteria

It is your job as applicant to explain how your proposal addresses the four blocks of award criteria. In addition to the general explanations given in the Guide for Applicants and summarised below, it is important to carefully read the call text as there may be specific interpretations of the criteria.

☐ ### Relevance

Does the proposed Action or study meet the objectives of the call? Does it address European transport policy objectives? Does it make a positive contribution to the TEN-T network? What would be the added value of TEN-T funding?

• It is not enough for a project to be on the TEN-T network or priority corridor!

• Explain why the project is worth funding and what difference TEN-T funding will make.

☐ ### Maturity

This relates to the status of the project activities, including the technical specifications and time plan. Is the project ready to go? Has it received the necessary and legally obligatory national and other approvals? Is the required funding secured? Are procurement issues, if any, settled? Can you provide supporting documentation for all of this?

• TEN-T is interested in projects which are "ready to roll"!

• Certificates or supporting documentation are important! If these are not available, this is interpreted as evidence that the project is not mature.

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☐ **Impact**

For works, impact refers to the expected direct and indirect socio-economic effects of the project (in terms of traffic flow, modal split, competition, interoperability, environment, safety, land use, etc.), which should be explained in detail. For studies, impact refers to the degree of usefulness of the study for decision-making.

• Clearly identify the benefits that the project is expected to bring (backed-up by analysis when appropriate).

• Highlight and explain how your project contributes to sustainable development, as appropriate.

☐ **Quality**

Quality refers to the completeness and clarity of the proposal. Is it clearly written? Is it consistent (i.e. coherence between objectives and proposed activities, from a technical and financial point of view)? Are the planning and the available resources appropriate to achieve the objectives? Are the work and time plans realistic and good?

• Include a comprehensive description of the objectives and how they will be achieved

• Include a sound project management process and plan

• Make sure that a 'red line' runs through your proposal combining objectives, activities, resources and planning in a coherent way to achieve the stipulated deliverables

• Make sure that your proposal is clear and easy to follow – remember that external evaluators can only assess your proposal on the basis of provided information. No assumptions will be made.

Final checks before submission

☐ Do you have the approvals of all the Member States directly concerned by your proposal? You need these if you are a joint undertaking, or a public or private undertaking or body.

☐ Is the proposal duly stamped and signed by an authorised person?

☐ Is your proposal complete? An application must include the following:

    ☐ 1. Application form Part A using the TENtec eSubmission module

    ☐ 2. A package containing:

        ☐ A CD-ROM or DVD-R with the complete proposal in electronic format

        ☐ The printout of Part A, as generated by the TENtec eSubmission tool at the time of the electronic submission (one signed original + four additional copies if the proposal is in English; one signed + one additional copy if it is in another official EU language)

        ☐ Application form Parts B1 and B2 (one signed original + four additional copies if the proposal is in English; one signed + one additional copy if it is in another official EU language)

Additional documents to those specified in the application form may be included as separate annexes. These annexes do not require translation.

☐ Have all the requested documents been completed (e.g. Declarations of compliance with EU policy and law, financial identification form, legal entity form, Annex I) and signed by the competent authorit(ies) and/or organisation(s)?

☐ Have all the requested additional documents (such as the Natura 2000 certificate – including the map, EIA, SEA and WFD documentation) been attached to the proposal?

☐ Did you validate the correctness of your GIS data? Proposals must provide accurate GIS data to indicate without ambiguity where the activities of the proposal are located.

A last tip…

Arrange for your draft to be evaluated by experienced colleagues – use their advice to improve it before submission. Avoid jargon and do not take any background knowledge for granted. Explain local issues which might seem evident to you – the external evaluators will not be aware of them! Make sure that your proposal is precise and clearly responds to the questions asked, and that it demonstrates the added value of TEN-T funding.